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Document No. 2

NO CHANGE in Class. ☐

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Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

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Date: 240378

By: 025

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30 June 1952

TO: Chief, Organization and Methods Service

FROM: [REDACTED]

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SUBJECT: Proposed Changes in Names of Agency Offices

1. THE PROBLEM.--

- a. Should the names of CIA Offices be changed for security reasons?
- b. If a change is to be made, should new names be used or should a numerical system be substituted?

2. FACTS BEARING ON THE PROBLEM.--

a. (1) DD/P believes name of OGC should be changed for security reasons, and steps have been taken to institute such a change. Names of other covert Offices are being changed as a part of the reorganization of DD/P Offices, but security is not the reason for such changes.

(2) I&S agrees that CSO, OPC and names of other "sensitive" Offices should probably be changed. However, I&S questions security of such a change, in view of the administrative problems it would create.

(3) DD/I opposes changing names of any DD/I Offices, since none of them are considered covert or "sensitive."

(4) DD/P, DD/I, and I&S oppose any over-all Agency change of Office names, because of the administrative disruption it would cause.

b. (1) Letter symbols for the various Offices have not been standardized, although those included in Annex "A" are generally used. There is no uniform system of symbols for divisions, staffs, and branches and some Offices have devised their own. See Annex "B". All of these symbols would require revision if Office names are changed.

(2) If numbers are to be used, the new numerical system recently devised for machine use in accounting for money and material could be adopted for this purpose. See Annex "C".

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3. DISCUSSION.--

a. Security

Since OPC has been associated outside CIA with covert functions, its name should be changed despite the administrative problems involved. The names of other Agency Offices are considered secure without revision. Most of the latter are standard intelligence and administrative names, and changing them would probably not be necessary for security reasons.

b. Names

(1) As a by-product of this study, it has been determined from central mail and document processing components that present names and letter symbols are not used consistently. This retards proper handling of correspondence and documents.

(2) Numbers

The advantages of a numerical system are overshadowed by its administrative disadvantages. (See Annex "D"). IAS does not believe numbers would be more secure than letters. IAS and DE/P concur with DE/I (See Annex "E") in opposing a numerical system as being too confusing and difficult to use.

4. CONCLUSIONS.--

a. Name of OPC should be changed for security reasons.

b. (1) Generally used letter symbols for Offices and their components should be standardized throughout CIA.

(2) Numbers are not administratively feasible as component designations.

5. RECOMMENDATIONS.-- It is recommended that:

a. Name of OPC be changed, and that the new name be revised periodically.

b. Annex "F" be approved as CIA Regulation [redacted] subject to changes occurring in names. Organization and Methods Service will assist any Office so requesting in the work of devising symbols for divisions, staffs and branches.

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O&M Examiner

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O&M Examiner

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**ANNEXES:**

Annex "A", Commonly Used Agency Symbols; Annex "B-1", A Sample of  
OPC Organizational Symbols; Annex "B-2", RI Internal Symbols; Annex "C",  
Chart of Accounts - Personnel Office; Annex "D", Advantages and Disadvan-  
tages of a Numerical System; Annex "E", letter from EE/I Executive Officer;  
Annex "F", CIA Regulation [REDACTED]

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COMMONLY USED AGENCY SYMBOLS

DCI	Director of Central Intelligence
DDCI	Deputy Director of Central Intelligence
DD/P	Deputy Director (Plans)
DD/I	Deputy Director (Intelligence)
DD/A	Deputy Director (Administration)
ONE	Office of National Estimates
ORR	Office of Research and Reports
OSI	Office of Scientific Intelligence
OIC	Office of Intelligence Coordination
OCI	Office of Current Intelligence
CCD	Office of Collection and Dissemination
OO	Office of Operations
OSO	Office of Special Operations
OPC	Office of Policy Coordination
OGC	Office of General Counsel
OTR	Office of Training

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A Sample of  
Office of Policy Coordination  
Organizational Symbols\*

OPC

ADPC

DADPC

EXO

EDA

SAA

SAC

SAI

SAR

SRA

PO

PL

Office of Policy Coordination  
Assistant Director for Policy Coordination  
Deputy Assistant Director for Policy Coordination  
Executive Officer  
Executive Assistant to DADPC  
Special Assistant to ADPC  
Special Assistant (Operations) to ADPC  
Special Assistant for Inspection  
Special Assistant for Research  
Special Assistant for Reports and Analysis  
Plans and Operations Staff  
Plans and Programming Division

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Chart of Accounts - Personnel Office \*

Office of Personnel Director	6400-1-0500
Personnel Studies and Procedures Staff	6400-1-0501
Personnel Division (Overt)	6405-1-0000
Placement Branch	6405-1-0500
Transactions and Records Branch	6405-1-1000
Testing Standards - Training Branch	6405-1-1500
Personnel Relations Branch	6405-1-2000
Personnel Procurement Division	6410-1-0000
Classification and Wage Administration Division	6415-1-0000
Personnel Division (Covert)	6420-1-0000
Office of the Chief	6420-1-0500
Placement Branch	6420-1-1000
Transactions and Records Branch	6420-1-1500
Transactions Section	6420-1-1510
Appointment Unit	6420-1-1511
Status Unit	6420-1-1512
Overseas Section	6420-1-1502
Records Section	6420-1-1530
Position Inventory Unit	6420-1-1531
Files Unit	6420-1-1532
Personnel Relations Branch	6420-1-2000
Central Processing Branch	6420-1-2500
Personnel Section	6420-1-2501
Finance Section	6420-1-2502
Transportation Section	6420-1-2503
Military Personnel Division	6425-1-0000
Officers	6425-1-0500
Enlisted Personnel	6425-1-1000
Civilian Personnel	6425-1-1500
Temporary Authorization	
Personnel Office	
Personnel Pool	6430-1-0000
Administrative Pool	6435-1-0000

\* Note: Initial digit "6" denotes DD/A group; second digit "4" denotes Personnel Office.

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Annex "D"

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ADVANTAGES AND DISADVANTAGES OF A NUMERICAL SYSTEM

1. ADVANTAGES.--

- a. Other factors not considered, numbers are more secure because letters, by their very nature, indicate identities.
- b. Would provide a uniform and standardized system not subject to distortion in daily use.
- c. More easily applied to lower levels of the Agency.
- d. Could be coordinated with the proposed accounting code on an organizational basis. (See Annex "C").
- e. Numbers are more easily written than letters.
- f. Would give a truer picture of chain-of-command and organizational interrelationships.
- g. Would eliminate the need for many cryptonyms in communications.
- h. More efficient for filing and sorting correspondence.

2. DISADVANTAGES.--

- a. More difficult to remember than letters. All correspondents, stenographic personnel, messengers and routers would need a master list or manual of numbers. Presence of so many lists or manuals would negate security value.
- b. Periodic revisions in numbers would create more confusion and disruption than changes in names and letters.
- c. More difficult and time-consuming to use by messengers and mail room personnel.
- d. There is a greater possibility of error in transposing and recording numbers than names and letters.
- e. Not consistent with Agency terminology, and would cause disruption of internal liaison.
- f. Less subject to changes as necessitated by organizational changes.
- g. Would require over-all changes in existing records and documents, thus disrupting activities and operations.

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23 May 1952

MEMORANDUM TO: DD/I

SUBJECT: Changing Office designations to numbers or letters

1. You asked me yesterday to discuss with the AD's the subject idea of the DCI; accordingly, I toured the Offices, speaking to the following persons:

25X1A9a IC - [REDACTED]  
RR - Amory  
SI - Chadwell  
25X1A9a CI - [REDACTED]  
25X1A9a CD - Dr. Andrews  
NE - [REDACTED]  
O - Carey and [REDACTED] 25X1A9a

2. Without exception the persons contacted thought that the proposed change would only create confusion both within CIA and without. OCD stressed the confusion within CIA until the many filers, routers, sorters, and carriers of documents learned the new language. OO stressed the confusion probable in the minds of many consumers. RR said they would rather be called OEI (Office of Economic Intelligence) than ORR, but would rather be called ORR than Q/"Number."

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3. [REDACTED] had some background information:

Sometime ago, Organization and Methods investigated the possibility of employing a number system which would reach down to the division and branch level, e.g.: OEI would be O-1; Chemistry Division would be O-1-1; etc. This met with universal non-acceptance and was shelved although [REDACTED] felt that the pertinent papers are probably still held in O & M.

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RECOMMENDATION: that the DCI be informed that a change from the present nomenclature of our Offices to a system of numerical or alphabetical designation would create so much confusion, resulting in loss of time and money, that its virtues are far outweighed by its vices.

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[REDACTED]  
Executive Officer~~SECRET~~~~CONFIDENTIAL~~

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CENTRAL INTELLIGENCE AGENCY REGULATION

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#### 14. Correspondence Symbols.

a. The following symbols will be used in all internal headquarters correspondence when referring to Agency components:

Director of Central Intelligence	DCI
Deputy Director of Central Intelligence	DDCI
Office of Training	OTR
Deputy Director (Plans)	DD/P
Office of Special Operations	OSO
Office of Policy Coordination	OPC
Office of Communications	OC
Office of Technical Service	OTS
Deputy Director (Intelligence)	DD/I
Office of National Estimates	ONE
Office of Scientific Intelligence	OSI
Office of Research and Reports	ORR
Office of Intelligence Coordination	OIC
Office of Current Intelligence	OCI
Office of Collection and Dissemination	CCD
Office of Operations	OC
Deputy Director (Administration)	DD/A
Office of General Services	OGS
Organization and Methods Service	OM
Administrative Service	AS
Inspection and Security Office	ISO
Personnel Office	PO
Procurement and Supply Office	PSO
Medical Office	MO
Finance Office	FO
Audit Office	AO
Office of General Counsel	OGC

b. All Offices will devise correspondence symbols for component divisions, staffs and branches. Sections and units will be included, if considered necessary in normal correspondence procedures. All correspondence symbols will be coordinated with the Organization and Methods Service.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Deputy Director  
(Administration)

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